

## Alaska Migrant Education Program

### Guidance for Consolidating Title I-C Migrant Funds into a Title I Schoolwide Program

Effective April 1, 2014

The Alaska Comprehensive Needs Assessment as revised in December 2012 recognizes that the guidance for Migrant Education Programs (MEP) includes guidance for when migrant education funds may be consolidated or combined in a Title I school operating a schoolwide program.

- ▶ Section 1306(b)(4) of the statute and sections 200.29(c)(1) and 200.86 of the regulations require schools to first use the Title I-C Migrant funds, in consultation with migrant parents, to meet the special educational needs of migrant children before they may combine MEP funds in a schoolwide program. **The school also must document that these needs have been met before it may combine MEP funds in a schoolwide program.**
- ▶ **What are special educational needs for migrant students?** The state identifies the special educational needs of migrant children on a statewide basis through its comprehensive needs assessment.
- ▶ **Who determines whether MEP funds may be combined?** The state provides guidance to schools regarding when it is appropriate to combine funds in a schoolwide program. The school, in consultation with migrant parents, determines whether it may combine MEP funds in a schoolwide program, subject to guidance from the state.
- ▶ **What does it mean to consolidate funds in a Title I schoolwide program?** A Title I school that operates a schoolwide program has developed a comprehensive schoolwide plan to improve the educational program for all students, and in particular must address the needs of all low-achieving students, including low-achieving migrant students. To consolidate or combine funds in a schoolwide program can be done by actually combining Title I-C funds with Title I-A funds and possibly funds from other sources into one "schoolwide account" in which the funds lose their individual identity. Consolidation of funds may also be "conceptual" by identifying funds from sources such as Title I-A or Migrant and using those funds to support any element of the schoolwide plan.
- ▶ **How can migrant funds be used to meet migrant students' needs in a schoolwide school if the migrant funds are not combined to support the schoolwide plan?** Title I-C migrant funds may be used to meet needs of migrant students (either academic or non-academic) by using them to provide direct services only to migrant students outside of the services the migrant students receive as part of the schoolwide educational program. For more information or assistance with this, contact the Migrant Program Manager at the Alaska Department of Education.

#### Steps to Consolidation

The State Needs Assessment Committee identified the following steps that must be taken before a school may consolidate migrant funds in a Title I schoolwide program:

1. Schools conduct a **local needs assessment** to determine if the special educational needs of migrant students have been met. The following special educational needs, identified by the committee as a result of the migrant lifestyle, were determined to be priority needs that must be met before consolidation of migrant funds:

- Migrant students have a lower proficiency rate on state academic content assessments in **reading/language arts** than non-migrant students.
  - Migrant students have a lower proficiency rate on state academic content assessments in **math** than non-migrant students.
  - Migrant students are not **graduating** at the state target rate.
2. Schools must conduct a **migrant parent meeting** annually to consult with parents regarding the special educational needs of migrant students.
    - All migrant parents must be invited to the annual parent meeting (to be held at a time typically convenient to migrant parents) through a letter to eligible families or other communication consistent with school policies regarding notifications to parents.
    - A majority of parents attending the meeting must consent to the consolidation of funds into a schoolwide program.
    - Alternatively, if a school has in place a migrant Parent Advisory Council that represents parents in matters pertaining to the education of migrant children, a meeting of the PAC may be used as consultation with migrant parents. Decisions should be made according to the PAC by-laws.
  3. Schools **provide documentation to the state** showing that the identified migrant student needs have been met, that parents have been consulted, and that the school has decided to combine all or part of the funds from Title I-C migrant.

### **Process, Timeline and Documentation for Consolidation of Funds in a Schoolwide Program**

The district must submit an *Application to Consolidate Migrant Funds in a Title I Schoolwide School* and supporting documentation *for each school* that is eligible to consolidate migrant funds into the Title I schoolwide program as part of its online Consolidated Application for ESEA Funds that includes the Title I-C Migrant Education Program subgrant. These applications are due no later than June 30 each year for the upcoming school year. The application form that will be required is attached to this guidance.

The Alaska Migrant Education Program (MEP) Office will provide data by early April to each district with schools that meet the pre-requisites for possibly consolidating migrant funds into a Title I schoolwide program. Data on the number of migrant PFS students in grades 3-10 enrolled in the school, proficiency rates for migrant and non-migrant students on the reading and math assessments, and the graduation rate information for migrant and non-migrant students will be provided from the most recently completed school year for use in the grant application for the upcoming school year.

Each school that wishes to consolidate migrant funds must use this data to determine if the migrant student needs have been met and if the school wishes to consolidate. The district must then ensure that each school completes the *Application to Consolidate Migrant Funds in a Title I Schoolwide Program* and must submit the application and required documentation with its Consolidated Application. Once a school has been approved to consolidate funds in a schoolwide program, the Application and supporting documentation will be submitted annually. If the data made available to schools in April of a given year shows that a school did not meet one or more criteria in order to continue consolidating funds for the next school year, the school will be allowed to continue to implement the approved consolidation of funds for one more school year in order to 1) determine if the school meets the criteria to consolidate in the next year to avoid disruption of the migrant program, and 2) to have time to create a tentative alternate plan for targeted services to migrant students to be implemented in the succeeding school year. If the data provided the following April again shows that the school does not meet

the criteria for consolidation, then the district will implement the alternative plan for providing targeted services to migrant students in that school rather than consolidating the migrant funds into the schoolwide plan.

## Timeline

April, 2014	Alaska MEP office provides each district with eligible Title I schoolwide schools data based on 2013 assessments and graduation rates.
June, 2014	<p>District completes an <i>Application to Consolidate Migrant Funds in a Title I Schoolwide Program</i> for each school eligible and desiring to consolidate and submits the plans along with supporting documentation to EED for final approval of consolidation through the Consolidated ESEA Grant Application for 2014-2015.</p> <p><i>Note: If the April 2014 data shows that any schools previously approved to consolidate prior to the implementation of the criteria based on the January 2013 Comprehensive Needs Assessment did not meet one or more criteria, but believe that they may meet the criteria based on the 2014 data, MEP staff will work with the district to create a tentative alternative plan for targeted services to migrant students to be implemented in the 2015-2016 school year if the school still does not meet the criteria to consolidate based on the 2014 assessment and graduation rate data.</i></p>
September 2014 – June 2015	District implements Title I-C Migrant application in Title I schoolwide schools as approved by the Alaska MEP.
April, 2015	Alaska MEP office provides each district with eligible Title I schoolwide schools data based on 2014 assessments and graduation rates.
June, 2015	District completes an <i>Application to Consolidate Migrant Funds in a Title I Schoolwide Program</i> for each school eligible to consolidate and submits the plans along with supporting documentation to EED for final approval of consolidation through the Consolidated ESEA Grant Application for 2015-2016. If the data provided in April shows that any schools currently approved to consolidate did not meet one or more criteria, EED staff will work with the district through the 2015-2016 school year to create a tentative alternate plan for targeted services to migrant students to be implemented in the 2016-2017 school year, allowing the school one year to improve the assessment and graduation rates of migrant students to again meet the criteria for consolidation of migrant funds.
September 2015 – June 2016	District implements Title I-C Migrant application in Title I schoolwide schools as approved by the Alaska MEP.

The timeline continues as above for future school years.

## Application to Consolidate Migrant Funds in a Title I Schoolwide Program

Name of School: \_\_\_\_\_ District: \_\_\_\_\_

For School Year: \_\_\_\_\_

### Pre-requisites for Consolidating Migrant funds in a Title I Schoolwide Program:

Alaska schools wishing to consolidate Migrant funds (I-C) into Title I schoolwide programs must meet the following requirements:

- Must operate as and have a current Title I schoolwide plan,
- Must have migrant students enrolled in the school, *and*
- Must be located in a district that qualifies as a REAP eligible or RLIS eligible district OR must be located in community that has no other schools in the same grade span by road within 50 miles in the same district.

Note: If migrant students attend other district schools that are non-Title I schools or that operate a Title I targeted assistance program, the district must provide migrant services targeted directly to those students in those schools and may not consolidate funds for those students.

### Meeting special educational needs of migrant students:

To consolidate funds, the school must demonstrate that the special educational needs of migrant students have been met in three areas: A) Proficiency rates on reading/language arts and math state academic content assessments, B) PFS student proficiency rates on reading/language arts and math content assessments, and C) graduation rates.

#### A. Proficiency Rate on State Academic Content Assessments

To consolidate migrant funds in a Title I schoolwide program, the migrant student proficiency rate cannot be below the non-migrant student proficiency in either reading or math. This is represented by calculating the gap between the migrant and non-migrant percentage proficient with a resulting gap of zero or less. However, if the number of students tested in either the migrant or non-migrant group is 10 or fewer, the gap in % proficient will not apply in that subject area.

Subject	Non-migrant Students			Migrant Students			Gap Between Migrant and Non-migrant % Proficient
	# Tested	# Proficient	% Proficient	# Tested	# Proficient	% Proficient	
Math							
Reading							

#### B. PFS Students

To consolidate funds, the school must have 10 or fewer migrant students in grades 3-10 who are designated as a priority for services (PFS). Alternatively, if the school has greater than 10 students designated as PFS, the proficiency rates on the reading and math assessments for PFS students in grades 3-10 must be at or above the proficiency rates for all migrant students in the school.

Number of <b>PFS</b> migrant students in grades 3-10	% Proficient or above in reading (if > 10 PFS students in grades 3-10)	% Proficient or above in math (if > 10 PFS students in grades 3-10)

### C. Graduation Rate

To consolidate funds, the migrant student graduation rate (either the 4-year or the 5-year rate) must meet one of the following conditions:

1. be greater than or equal to 85%, if the migrant graduation cohort contains more than 10 students, or
2. if the migrant graduation cohort contains 10 or fewer students, all but one student in the cohort graduates, or
3. be greater than or equal to the district non-migrant graduation rate if both cohorts contain more than 10 students, or
4. is not applicable because there were 0, 1, or 2 students in either the migrant or the non-migrant graduation cohort.

Subject	Non-migrant Students			Migrant Students			Gap Between Migrant and Non-migrant Graduation Rate
	# in cohort	# graduates	Graduation rate	# in cohort	# graduates	Graduation rate	
4-year Graduation Rate							
5-year Graduation Rate							

#### Documentation of Parent Consultation:

The school must submit the following:

- the agenda for the parent meeting during which consolidation of funds was presented and discussed;
- the sign-in sheet from the meeting; and
- the meeting notes indicating that a majority of those present approved the consolidation of funds.

#### Documentation of Funds Consolidated:

- Provide a copy of the page from the current SW plan showing the amount of Title I-C funds and other funds that are allocated to the school for SW program purposes.

Submitted by:

Name \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_